

✓ Note

An autofilter or default filter used on the sheet containing the raw data has no effect on the pivot table analysis process. The pivot table always uses the complete list that was selected when it was started.

To do this, click the **Filter** button at the top left above the results, or right-click in the results and select **Filter** in the context menu.

✓ Note

The **Filter** button is available only if the **Add filter** option on the Pivot Table Layout dialog is selected.

	A	B	C	D	E	F	G
1	Filter						
2							
3	Sum - Sales	Employee					
4	Region	Brigitte	Fritz	Hans	Kurt	Ute	Total Result
5	East	\$12,829	\$33,357	\$18,445	\$18,599	\$17,191	\$100,421
6	North	\$17,950	\$15,256	\$11,418	\$16,198	\$14,920	\$75,742
7	South	\$9,583	\$43,737	\$17,317	\$33,710	\$30,969	\$135,316
8	West	\$28,742	\$13,103	\$15,288	\$8,328	\$31,825	\$97,286
9	Total Result	\$69,104	\$105,453	\$62,468	\$76,835	\$94,905	\$408,765

Figure 287: Filter button in the upper left area of the pivot table

In the Filter dialog (Figure 288), you can define up to three filter options that are used in the same way as Calc's default filter. The controls in the *Options* section of this dialog are similar to the equivalent controls on Calc's Standard Filter dialog – see Chapter 2, Entering, Editing, and Formatting Data for more information.

The Filter dialog box is titled "Filter" and contains the following sections:

- Filter Criteria:** A table with four columns: Operator, Field name, Condition, and Value. Each cell contains a dropdown menu, all currently set to "- none -".
- Options:** A section with three checkboxes: "Case sensitive", "Regular expressions", and "No duplications".
- Buttons:** "Help", "OK", and "Cancel" buttons at the bottom.

Figure 288: Dialog for defining the filter

The data presented in a pivot table can also be filtered using the drop-downs on the right hand side of column headings or by using filter fields. Filtering through column headings is described in "Select sort order from drop-down menus on each column heading" on page 303.

Filter fields (that is, fields that you placed in the *Filters* area of the Pivot Table Layout dialog) are another practical way to filter the results of the pivot table. The advantage is that the filtering criteria used are clearly visible. Click the arrow on the right side of the filter field button to access the associated filtering dialog (Figure 289).